



**EDUCATION AND WORKFORCE DEVELOPMENT CABINET  
OFFICE OF VOCATIONAL REHABILITATION**

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**Beth Kuhn**  
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**SERVICE FEE MEMORANDUM**

**TO:** Office of Vocational Rehabilitation (OVR) Staff  
Office for the Blind (OFB) staff  
Branch Managers, Counselors, and Assistants  
CDPVTC Director, Case Management Director, and Counselor(s)  
Vanessa Denham, Client Assistance Program (CAP)

**FROM:** Pat Selch, Program Administrator  
Systems and Fiscal Management Branch  
  
Teresa Brandenburg, MRC, CRC  
Supported Employment/CRP Branch  
  
Vickey Reilly, MRC, CRC, Program Administrator  
Division of Program Services - Transition

**RE:** Pre-employment Transition Services (Pre-ETS) Fee Schedule

**DATE:** October 14, 2016

This SFM will outline 2 methods of delivery for Pre-Employment Transition Services. The 2 methods of delivery will include GROUP PROGRAMS or INDIVIDUAL (one on one) SERVICES. Pre-Employment Transitions Services (Pre-ETS) as outlined in the Workforce Innovation and Opportunity Act (WIOA) must correlate with one or more of the following activities:

1. JOB EXPLORATION COUNSELING
2. WORK BASED LEARNING EXPERIENCES may include in-school or after school opportunities, or experiences outside the traditional school setting (including internships) that is provided in an integrated environment to the maximum extent possible
3. POST-SECONDARY COUNSELING regarding opportunities for enrollment in comprehensive post-secondary transition or educational programs at institutions of higher education
4. WORKPLACE READINESS TRAINING to develop social skills and independent living
5. SELF ADVOCACY INSTRUCTION which may include peer mentoring.

**This SFM does not address CRP Pre-ETS services to those who are potentially eligible. Guidance will be forthcoming regarding provision of services to those who are “presumed eligible” and meet the criteria outlined in WIOA.**

Proposals for CRP Pre-ETS programs must be submitted to the OVR CRP/SE Branch.

Either option GROUP or INDIVIDUAL can be provided by a CRP. Review of the proposal will include representatives from the agency SE/CRP branch, Transition program staff and local staff from the area of the proposal.

GUIDELINES for Pre-Employment Transition Services program:

- The program may be provided to individuals (1 on 1) or groups
  - A group may be no less than 5 individuals and no more than 15
- The program must include all 5 required Pre-ETS activities (listed above)
- The CRP must provide a proposal to the SE/ CRP Branch Manager no less than 3 months prior to start date.
- The team will offer approval or recommendation for improvement in writing within 30 days.
- Approval of the program will be based on the attached criteria.
- Once the program has been approved Counselors may refer students to CRP staff and authorize them to provide the service.
- Prior to beginning either program students must be at least an applicant of OVR services and therefore all the data elements required for Pre-ETS services should already be in the OVR Case Management System

**If an individual does not meet the WIOA definition for Pre-ETS services, or the Counselor and CRP develop a youth or adult program, funds will come from the caseload budget.**

There will be an allowable annual amount of \$3,000.00. An exception to exceed that amount can be approved. Exceptions should be submitted in writing to the CRP Branch Manager.

SERVICE	FEE
<b><u>GROUP PROGRAM</u></b> Provided by a CRP	<b>\$20.00 per hour per student.</b> <b>Not to exceed \$1,500 per student within 2 programmatic quarters.</b> <b>Maximum \$3,000 in 12 months</b>
<ul style="list-style-type: none"> <li>• Billable per student</li> <li>• Group may be no less than 5 students and no more than 15</li> <li>• Individual authorization should be sent for the established number of hours for the approved program</li> <li>• Prorated at \$20 per hour should the student be unable to complete program</li> <li>• Minimum of monthly notes will be required</li> </ul>	
<ul style="list-style-type: none"> <li>• Payable upon counselor receipt of invoice and Final Note from the CRP</li> </ul>	
<ul style="list-style-type: none"> <li>• Authorizations to be done quarterly or more frequently if necessary</li> <li>• Expenditure Code 36Q</li> <li>• BUN</li> </ul> <p style="margin-left: 40px;">CRP – Pre-ETS 6796 OR</p> <p style="margin-left: 40px;">Use Counselor caseload budget if NOT Pre-ETS</p>	

SERVICE	FEE
<b><u>INDIVIDUAL SERVICE 1 on 1</u></b> <b>Provided by a CRP</b>	<b>\$25.00 per hour per student.</b> <b>Not to exceed \$1,500 per student within 2 programmatic quarters.</b> <b>Maximum \$3,000 in 12 months</b>
<ul style="list-style-type: none"> <li>• Billable per student</li> <li>• Authorizations to be done quarterly or more frequently if necessary</li> <li>• Minimum of monthly notes will be required</li> <li>• Prorated at \$25 per hour should the student be unable to complete the program n</li> </ul>	
<ul style="list-style-type: none"> <li>• Payable upon counselor receipt of invoice and Final <i>Note</i> from CRP</li> </ul>	
<ul style="list-style-type: none"> <li>• Expenditure Code 36Q</li> <li>• BUN</li> </ul> <p>CRP - Pre-ETS 6796 OR Use Counselor caseload budget if not Pre-ETS</p>	

**CRP criteria for providing Pre-employment Transition Services to Students while in high school. This list is developed to create a standard of high expectations for the CRP/Pre-ETS programs across the state that allows flexibility in design and audience.**

Proposals for consideration must:

1. Define in detail how the program would fulfill the five required pre-employment services: Job exploration counseling, work based learning experiences, post-secondary counseling, workplace readiness training, and self-advocacy;
2. Detail the curriculum and timeframe of the program;
3. Detail plan to implement their program;
4. Define who will be presenting materials, assisting in classroom and their credentials;
5. Detail how employer involvement will be utilized for the implementation of program curriculum. For instance, consider using local businesses for workshop speakers, visiting job sites, creating job shadowing experiences.
6. Define the targeted consumers;
7. Declare where the program will take place (campus, off-campus, combo, group, home);
8. Detail transportation arrangements, if needed;
9. If developing a program for students the CRP should be in discussion with at least one school prior to submission; submit name of contact and email address;
10. CRP should be actively requesting feedback on program design with at least one local OVR staff, submit name and email;
11. CRP agrees establish and bill for services on a quarterly basis. See below:
  - a. July – September performance quarter. Reports and bills due September 30\*\*
  - b. October – December performance quarter. Reports and bills due January 15
  - c. January – March performance quarter. Reports and bills due April 15
  - d. April – June performance quarter. Reports and bills due July 15\*\* OVR Federal Fiscal year ends September 30<sup>th</sup>
12. Provide trainer/participant ratio;
13. Provide details of the program as it relates to days, times and duration. For example, the program will be offered on Monday, Wednesday & Friday from 4:00-6:00 and will run for a period of 10 weeks. Services will be billed at a rate of \$25 per hour and not to exceed \$1,500 for the fall period of October-December and spring period of January-March.
14. Agree to providing OVR with program reports @ end along with billing statements;
15. Agree to established baseline fee of no more than \$1,500 for completion within 2 quarters, or a prorated rate for consumers not completing program;
16. Agree to accept OVR referrals and authorizations based on OVR eligibility criteria;
17. Counselor agrees to authorize and pay program services based on established rate of the approved program.

OVR reserves the right to deny program, request more detail, or accept proposal as documented.